CHANGING A REQUISITION:

“SHIP TO“
AND
DELIVERY LOCATION
Start the requisition creation as normal.
Select your requestor
Name your requisition
Enter the item information and click Add item.
Once the line item has been saved and applied to the requisition, in the Review and Submit screen users can change the “Ship To” location to indicate what campus the product should be shipped to (from vendor to university).

If you are located on Main Campus but need to product shipped to DT, you can change the shipping destination by click on the “Magnify Glass”.
From the Look up table, select the campus location the items should be delivered to.

Main Campus, select CR10104
DT Campus, select DB0104
ITC Campus, select IT101
Once the new Ship To location is selected, the information will update the requisition line item.

Note, the above steps will need to be repeated for each line item listed on the requisition. If all items are to be shipped to the same Campus, follow the steps for setting Line Defaults options (click here for instructions—Setting Requisition Line Defaults).
Change Package Delivery Location

(idenifying where Central Receiving shall deliver goods once the item(s) have been received at the university)
Once the line item has been added, in section 3 Review and Submit users can change/set the delivery location. The Delivery Location is identified in Chartfields1 tab under “Location”. Users will need to click on the “Magnify Glass” to search the location look up table.
In the lookup table, use the search filters to assist in looking up the location of choice.

- If you know the PeopleSoft Building Location Code, use the Location Code filter.
- If you only know the building name, use the Description filter.
Here are two examples of using the Description Filter.
Once the Location is select, the delivery location for the requisition line item will update.

Note, the above steps will need to be repeated for each line item listed on this requisition. If all items are to be shipped to the same Campus, follow the steps for setting Line Defaults options (click here instructions→ Setting Requisition Line Defaults).